

## **Collaboration for Health Research in Northern BC Request for Project Grant Application 2025/2026**

### **1. Award Description**

The Project Grant Program is sponsored by The University of Northern BC (UNBC), Northern Health (NH) and the Provincial Health Services Authority (PHSA). These three organizations entered into a Memorandum of Understanding on November 12, 2013, to collaborate in establishing a mutually beneficial research partnership for northern BC.

The goal of the Project Grant Program is to enable 3 or more collaborators from UNBC, NH, and PHSA to work in partnership and **initiate new research projects** that focus on improving (i) the quality of health services and (ii) the health of the population in northern BC.

This Project Grant is guided by the following principles:

- Addresses the needs and realities of northern BC in the overall context of BC through respectful engagement and attending to issues of equity, diversity, and inclusion.
- A research-based collaborative relationship for the purposes of improving the quality of health services and improving the health of the population.
- Mutual respect and acknowledgement of the skills and expertise each organization brings to the partnership.
- Builds capacity for partnered research and leaves a legacy of capacity across all three organizations.
- Builds sustained research capacity in the North for the North.
- Creates a culture of learning.
- Open and transparent communication between the Partners.

The UNBC Health Research Institute (HRI) serves as the Secretariat to support UNBC, NH, and PHSA in their commitment to enhance research collaboration among the three organizations.

### **2. Award Amount and Duration**

The 2025 intake will fund up to 2 research teams. The maximum amount for each award is **\*\$45,000** for a **24-month period** starting August 1, 2025

\*These funds can be matched through MITACS. Contact [crystal.carpenter@unbc.ca](mailto:crystal.carpenter@unbc.ca) for further information.

### 3. Eligibility Criteria

- A **research team (3 or more applicants)** led in partnership by at least one individual each from UNBC, NH, and PHSA.
  - The *nominated* Co-Principal Investigator (in role of Researcher) can be from UNBC, NH or PHSA but they must be eligible to hold funding, i.e., if from UNBC they must hold an academic appointment that allows them to hold funds, and from all institutions they may not be a trainee or in a subordinate position with respect to the subject matter of the proposed research. The nominated Co-PI will be responsible for managing all aspects of the project, including financial oversight, and will provide a final report to [hri@unbc.ca](mailto:hri@unbc.ca).
  - One Co-Principal Investigator from UNBC.
  - One Co-Principal Investigator (in role of Researcher and/or a Knowledge User<sup>1</sup>) from NH. Eligible applicants will be primarily affiliated with NH.
  - One Co-Principal Investigator (in role of Researcher and/or a Knowledge User) from PHSA. Eligible PHSA applicants will be primarily affiliated with a PHSA agency. The list of eligible PHSA agencies is:
    - BC Cancer Agency
    - BC Centre for Disease Control
    - BC Children’s Hospital and Sunny Hill Health Centre for Children
    - BC Emergency Health Services
    - BC Mental Health & Substance Use Services
    - BC Renal Agency
    - BC Transplant
    - BC Women’s Hospital + Health Centre
    - Cardiac Services BC
    - Perinatal Services BC
- All researchers who have received this grant or the Collaboration for Health in Northern BC Seed Grant must have completed all past project/seed grant activities, including final reports in order to be eligible to receive new funding.

### 4. Northern/Rural/Remote Health Focus

The proposed team and research activity/plan must address a health challenge identified in northern BC. The focus of this call for proposals is on research relating to the following areas:

Area 1. Create connections across **NH Service Networks and PHSA Health Improvement Networks** to enhance planning and delivery of services.

Area 2. **Strengthen human health resource planning and workforce development.** The need to grow, retain and support the health and wellness of a skilled workforce.

Applications will be asked to identify which area they are applying to.

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<sup>1</sup> CIHR defines Knowledge User as an individual:

- who is likely to be able to use the knowledge generated through research in order to make informed decisions about health policies, programs and/or practices;
- whose level of engagement in the research process may vary in intensity and complexity depending on the nature of the research and their information needs;
- who can be, but is not limited to, a practitioner, policy maker, educator, decision maker, health care administrator, community leader, or an individual in a health charity, patient group, private sector organization or a media outlet.

## 5. Key Competition Dates

The request for applications (RFA) timeline is summarized as follows:

<i>Action</i>	<i>Target Date</i>
Proposal Submission Deadline	June 1, 2025 (noon)
Anticipated Notice of Funding Decision	July 4, 2025
Funding Term	August 1, 2025-July 30, 2027 (24-Months)

## 6. Application Content

Please submit the following:

### A. Application Cover and Signatory Form (Appendix 1)

The Co-Principal Investigators at UNBC, NH, and PHSA must sign and submit the Application Cover and Signatory Form with their application.

### B. Experience and Qualifications

Identify the UNBC, NH, and PHSA Co-Principal Investigators and include any co-investigators or collaborators who will be engaged to support the research project.

**a. CVs:** Please provide CVs for all Co-Principal Investigators on the team.

- i) The Nominated Principal Investigator and Co-Principal Investigators in Researcher roles must submit a short format research focused CV such as a CCV bio sketch or a 2-page free form document that includes at least the following information:
  - Primary affiliations;
  - Research experience and education;
  - Relevant peer reviewed publications and presentations for the last 5 years; and
  - Current funding held.
- ii) Co-Principal Investigators in Knowledge User roles from Health Authorities must submit a short resume or a CV such as a CCV bio sketch or a 2-page free form document.

**b. Letters of commitment:** Community, patient, and/or clinical collaborators must submit a signed letter of commitment describing:

- Their interest in the proposed project;
- Their willingness to participate in the manner indicated;
- Their role and their precise degree of involvement in the project;
- Amount of time committed to the project; and
- A description of how they intend to use the results of this research project.

### **C. Research Proposal (5 pages max)**

Use the following headings, and review the evaluation criteria to ensure you are attending to all proposal requirements, including those that will be assessed by reviewers:

a. Purpose and Objectives

b. Significance and Context

- i. Clearly explain how the proposed team and research activity/plan will address (i) a health challenge identified in northern BC and (ii) at least one of the research focus areas.
- ii. Describe the conceptual framework or approach.
- iii. List any anticipated challenges or barriers.

c. Methods. Clearly explain how the proposed work will be conducted. Address the following where applicable:

- i. Research questions and/or hypothesis
- ii. Study Design
- iii. Study sites and participants
- iv. Data collection
- v. Data management and analysis
- vi. Ethical considerations (may include attention to equity, diversity and inclusion).

d. Timeline and Funding Term

- i. Include a timeline of activities proposed over a 24-month period

e. Research Team

- i. Include an outline of team structure, including the role and responsibilities of each member to the proposed research activity/plan.
- ii. Outline the contributions and time commitment of each of the Co-Principal Investigators from UNBC, NH, and PHSA as a Researcher and/or Knowledge User.
- iii. An applicant can only submit one application per competition in the role as nominated Principal Investigator.

f. Outcomes and Knowledge Translation

- i. Clearly identify the expected outcomes of study as well as knowledge translation and mobilization activities.

### **D. Budget (2 pages max)**

Provide an itemized budget up to a maximum total of \$45,000; briefly justify each budget item and provide documentation for service costs (e.g., meeting facilitator, other contracted personnel) where relevant. All expenses must be in compliance with the [Tri-Agency Guide on Financial Administration](#).

### *Eligible expenses*

- Salaries and benefits for Research Assistants and/or trainee/student stipends.
- Goods & Services of contractual personnel.
- Travel and accommodations for research team meetings, or virtual technology.
- Goods & Services for research team meetings, field work, data collection, and knowledge mobilization activities.
- Materials and supplies.
- Other costs required for the completion of the project, such as: data and sample acquisitions, honoraria (e.g., patient involvement).
- Publication fees for academic articles written from the research.

### *Ineligible expenses*

- Rent of office premises and other related overhead (e.g., utilities).
- Capital expenses (e.g., office equipment, computer equipment and operating software).
- Salaries of team members.

### **Application Format**

The full application includes

- 1) Application Cover and Signatory Form.
- 2) Research proposal + budget (*together, must not exceed 7 pages*).
- 3) CVs/Resumes.
- 4) Letters of Commitment from Collaborators
- 5) Appendices (which may include references and charts, tables, diagrams or surveys/questionnaires to support the application). (*Appendices should be no more than 7 pages*).

All materials (except for the appendices) must be presented as follows:

- Must be a minimum 11-point sized font, single-spaced, on one side of a letter-sized (21.25 cm x 27.5 cm / 8.5" x 11") page, with a 3/4 inch margin on all sides of the page
- All pages should be consecutively numbered.
- All print must be black, of letter quality, and easy to read.
- A header with the project name on the top left-hand corner, and footer with the page number on the lower right-hand corner of each page.

### **Conditions of Funding**

The project grant funding can be requested for a 24-month term and will be administered by the *nominated Principal Investigator* (and their organization). Within 4 weeks of project completion, award recipients must submit a final report to the Secretariat, using the template that will be provided, submit a financial report and return any unused funds to the HRI. It is expected that award holders will present their work at UNBC, NH, and/or PHSA Knowledge Translation events, and alert the HRI of KT products and acknowledge the funding in publications and any other outputs produced as a direct result of the research project (e.g., conference papers, presentations, knowledge translation activities, etc.)

## Submission Deadline and Information

Applications must be submitted by **noon on June 1, 2025**  
via email as single PDF attachment to [hri@unbc.ca](mailto:hri@unbc.ca).

## Contact for further information

Health Research Institute  
University of Northern BC  
3333 University Way, Prince George, BC V2N 4Z9  
Email: [hri@unbc.ca](mailto:hri@unbc.ca); Tel: 250.960-5501

## Evaluation Criteria

- Degree to which research project aligns with the 2 research areas.
- Degree to which research project clearly addresses health issues of importance to northern BC as outlined in the guidelines.
- Attention to noted criteria in the guidelines:
  - Demonstrate consideration to the following principles:
    - Build research capacity by encouraging early career researchers and trainees to engage in the projects.
    - Include partners, patients and the public.
    - Be guided by principles of equity, diversity and inclusion.
    - Include appropriate knowledge translation and mobilization plans as an important part of the research design.
- Feasibility of study given scope and timelines.
- Development of new research team and new project.
- **Preference will be given to new partnerships or investigators who have not previously been funded by this partnership.**

**APPENDIX 1- Application Cover and Signatory Form**

**COLLABORATION FOR HEALTH RESEARCH IN NORTHERN BC  
REQUEST FOR PROJECT GRANT APPLICATIONS  
APPLICATION COVER AND SIGNATORY FORM**

1. Title of Proposal:

2. Details of Co-Principal Investigators, must have minimum one from each organization: UNBC, NH and PHSA

Name Nominated Principal Investigator	
Title	
Department	
Organization	
Email	
Telephone	
Signature	
Date	

Name of Co-Principal Investigator	
Title	
Department	
Organization	
Email	
Telephone	
Signature	
Date	

Name of Co-Principal Investigator	
Title	
Department	
Organization	
Email	
Telephone	
Signature	
Date	